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DD/S&T-1219-63  
23 August 1963

MEMORANDUM FOR: CIA Records Administration Officer  
Attention : [REDACTED] 25X1A  
SUBJECT : Records Retirement Procedures

25X1A

1. On this date, [REDACTED], a representative from your staff, gave a short but informative session on the procedures for the retirement of records material.

2. The names of the people who attended as representatives for their respective offices are as follows: [REDACTED]  
OEL; [REDACTED], OPD/OEL; and the undersigned.

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3. [REDACTED] conducted his talk in an informal manner and the outcome was very beneficial to all.

4. This is just one example of the fine support rendered by Records Management Staff to the DD/S&T and I would like to extend our appreciation.

25X1A

**SIGNED**

[REDACTED]  
Area Records Officer  
Office of the Deputy Director  
(Science and Technology)

25X1A

O/DD/S&T/[REDACTED]: 7787:ynt(23 Aug 63)

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